



**DeKalb County
Department of Purchasing and Contracting**

Maloof Administration Building, 1300 Commerce Drive, 2nd Floor, Decatur, Georgia 30030

TO: ALL BIDDERS UNDER INVITATION TO BID NO. **16-100704**

FROM: Department of Purchasing and Contracting, DeKalb County, Georgia

DATE: June 6, 2016

ADDENDUM NO. 1

Invitation No. 16-100704- Electrical Switchgear Inspections and Repair is hereby modified as follows:

1. Attached Addendum page 2-Invitation To Bid (ITB) Overview and Procedures **will replace** Invitation To Bid (ITB) Overview and Procedures, page 3 of the original solicitation.
2. It is the responsibility of each bidder to ensure that he is aware of all addenda issued under this ITB. Please sign and return this addendum. You may call me at 404-371-0884 before the bids are due to confirm the number of addenda issued.
3. All other conditions remain in full force and effect.

DeValory A. Donahue
DeValory Donahue, C.P.M., GCPA
Senior Procurement Agent
Department of Purchasing and Contracting

INVITATION TO BID OVERVIEW

A. PURPOSE:

DeKalb County Government (the County) is soliciting bids for **Electrical Switchgear Inspection and Repair (Annual Contract with 2 Options to Renew)** from responsible contractors.

B. GENERAL INFORMATION:

1. BID TIMETABLE:

The anticipated schedule for the bid process is as follows:

Date Issued.....**June 6, 2016**

Pre-Bid Conference**June 21, 2016**

Deadline for Submission of Questions.....**June 24, 2016 at 3:00 p.m., ET**

Bid Opening.....**July 12, 2016 at 3:00 p.m., ET**

Bids Valid Until.....**October 12, 2016**

A Pre-Bid conference will be held on June 21, 2016 at 10:00 a.m. at 1300 Commerce Drive, 2nd Floor, Decatur, GA 30030. Attendance at the pre-bid conference is **mandatory** to submit a bid.

Sealed bids are to be addressed and delivered to:

DeKalb County Department of Purchasing and Contracting

Maloof Administration Building

1300 Commerce Drive, 2nd Floor

Decatur, Georgia 30030, not later than **3:00 P.M. ET, July 12, 2016.**

Submit **one (1) original bid package** (inclusive of the entire Invitation to Bid document and required documents) stamped "Original" and **two (2) sealed identical copies** stamped "Copy" of the bid package to the address listed above.

2. CONTACT PERSON:

The contact person for this bid is **DeValory Donahue, Senior Procurement Agent**. General inquiries concerning the meaning or interpretation of this Invitation to Bid (ITB) may be requested from the contact person via telephone at 404-371-0884 or via email at dadonahue@dekalbcountyga.gov. Questions and requests for information or clarification concerning the specifications in this ITB must be submitted to the above listed contact person via email no later than the date and time listed in the bid timetable. Questions and requests received after the above stated time or sent to anyone other than the listed contact person will not receive a response or be the subject of addenda.

3. QUESTIONS:

All requests must be in writing. Any explanation desired by a bidder regarding the meaning or interpretation of the Invitation to Bid, drawings, specifications, etc., must be requested in writing and with sufficient time allowed for a reply to reach bidders before the submission of their bids. If any statement in the bidding documents, specifications, plans, etc., appear ambiguous to Bidder, Bidder is specifically instructed to make a written request to the Department of Purchasing and Contracting as outlined *in* the preceding sentence. Any information given to a prospective bidder concerning an Invitation to Bid will be furnished to all prospective bidders, as an addenda to the Invitation, if such information is necessary to bidders in submitting bids on the Invitation or if the lack of such information would be prejudicial to uninformed bidders. Oral explanations or instructions given before the award of the contract will not be binding. **No responses to requests, answers to specification questions, or additional information shall be supplied after June 24, 2016.**

ADDENDUM NO. 1

ACKNOWLEDGEMENT

Date

The above Addendum is hereby acknowledged:

(Name of Bidder)

(Signature)

(Title)

DD